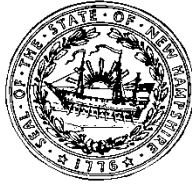


New Hampshire Department of Education
Title I, Part A Program
101 Pleasant Street
Concord, New Hampshire 03301



September 18, 2012

REQUEST FOR PROPOSALS (RFP)

**IMPROVEMENT SUPPORT and TECHNICAL ASSISTANCE TO ALL LOCAL SCHOOL
DISTRICTS and SCHOOLS**

The Division of Instruction is seeking individuals with specific expertise and experience to work with districts and schools in New Hampshire as a part of the Statewide System of Support to improve student achievement.

Deadline for Receipt of Proposals

4:00 pm, Tuesday, September 25, 2012

Proposals will be read beginning on September 25, 2012. Any proposals received after the above deadline will be considered if the positions are not filled by applicants that submitted by the deadline.

The Department of Education (Department) will address written inquiries received by the deadline and, if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline. In addition, any modifications to the specifications contained in the RFP shall be made in writing by the Department immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. Verbal agreement or instructions from any other source are not authorized or binding on the State of New Hampshire (State).

Proposal Inquiries

All questions about this Request for Proposals (RFP) should be submitted to:

Deborah Connell
New Hampshire State Department of Education
101 Pleasant Street
Concord, New Hampshire 03301
Phone: 603-271-3769
Fax: 603-271-2760
e-mail: deborah.connell@doe.nh.gov

Purpose

The purpose of this RFP is to seek proposals for an individual or entity to provide technical assistance and support to schools and districts in need of improvement. The selected individual or entity will work as a liaison between the Department, the regional school improvement facilitators, and districts and schools. Priority of direct support will be given to districts in corrective action, schools that are School In Need of Improvement (SINI) year four or higher and schools that are on the State Persistently Lowest-Achieving (PLA) list. Broad support to all districts and schools in improvement or at risk of becoming in need of improvement will also be provided by the selected individual or entity. This individual or entity will work with the districts and schools based on their particular needs throughout the improvement plan development and implementation.

1.0 Services to be provided

Assignments for technical assistance will be targeted to districts and schools in need of improvement, focused primarily on districts in corrective action, schools that are SINI year four or higher and schools that are on the PLA list. Upon assignment by the Commissioner, the successful individual or entity will be able to:

- 1.1 Manage and coordinate the use of the NH Steps to Success School Improvement Indistar System to assist districts/schools in conducting needs assessments and improvement plan development;
- 1.2 Provide professional development to facilitate school and district improvement plan development and implementation, with the goal of improving student achievement;
- 1.3 Analyze data and develop differentiated Department support plans for districts in corrective action, schools that are SINI year four or higher and schools that are on the PLA list.
- 1.4 Work with DOE, district and school improvement teams to develop and implement school/district improvement plans and to monitor the effectiveness of improvement initiatives;
- 1.5 Provide assistance to school districts regarding data analysis, data verification, and utilization of data for program improvement purposes;
- 1.6 Produce, in conjunction with Department staff, technical assistance documents to support school and district improvement and promote promising practices;
- 1.7 Provide updates to the Department regarding progress and concerns from their work with districts and schools;
- 1.8 Collaborate with regional facilitators to create a platform for sharing of promising practices throughout the state;
- 1.9 Participate in Department Statewide System of Support meetings at the Department;
- 1.10 Coordinate the activities for the the NH Academy of Pacesetting Districts as required;
- 1.11 Provide technical assistance and guidance to the SIG schools using the online Transformation Toolkit; and
- 1.12 Attend other assigned meetings that support the Department.

2.0 Reporting

The successful individual or entity shall provide the Department reports that detail the technical assistance activities provided and the data documenting the results of these activities. One, or

more, of the following reports may be required by the Bureau Administrator:

- 2.1 Preliminary Report:** report detailing the initial status of the district or school to whom the technical assistance is being provided and nature of the contact;
- 2.2 Progress Reports:** report detailing the progress and current status of the district or school to whom technical assistance is being provided, including specific details of support provided; and
- 2.3 Final Report:** report detailing the status of the district or school upon completion of the technical assistance/support activities.

3.0 Conflicts of Interest

Upon receiving a new assignment, an individual or entity will inform the Bureau Administrator of any conflicts of interest (appearance of, or actual) prior to accepting the assignment or while engaged in the assignment.

4.0 Minimum Requirements

- 4.1 Masters degree in education and experience in school improvement/reform;
- 4.2 Knowledge of state standards (NH Curriculum Frameworks);
- 4.3 Expertise in State Assessments, including, but not limited to, data analysis, report interpretation, and use of released items;
- 4.4 Strong facilitation and professional development planning skills;
- 4.5 The ability to work with representatives from state agencies, partner organizations, and school districts, for coordination of services and resources;
- 4.6 The ability to work independently within established timelines and demonstrate effective organizational skills;
- 4.7 Effective communication skills (oral and written);
- 4.8 Knowledge of and experience utilizing the Center of Innovation and Improvement (CII) Indistar - Steps to Success System for school improvement (<http://education.nh.gov/instruction/integrated/stepstosuccess.htm>); and
- 4.9 At least five (5) years experience in public and/or private school or a related field.

5.0 Compensation

The selected individuals or entities will be compensated at \$50.00 per hour, to include travel expenses, not to exceed \$26,000.00 for the contract period ending September 30, 2013.

6.0 Terms and Conditions

- 6.1 The State shall not be responsible for or pay for any cost incurred by the applicants in the preparation of the proposal submitted in response to this RFP.
- 6.2 The Department reserves the right to seek clarification of any information contained in a proposal submitted to this RFP.
- 6.3 The Department reserves the right to reject all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract or contracts.
- 6.4 If the Department chooses to award contracts in response to this RFP, contracts will be developed by the Department for approval by Governor and Council. The contract shall incorporate by reference all provisions of this RFP and the successful applicant's proposal. In preparing a contract with the successful applicant(s), the Department reserves the right to clarify any terms and conditions contained in the proposal.

- 6.5 Public announcements or news releases pertaining to the award of a contract shall not be made until the contracts are approved by Governor and Council.
- 6.6 The State shall not be responsible for any work performed by the successful applicant(s) prior to the effective date of a contract approved by Governor and Council or a limited, short-term contract could be issued by the Department to cover the period before Governor and Council approval.
- 6.7 Unless otherwise deleted or modified by mutual agreement between the State and the selected individual or entity, all general provisions contained on pages 2-4 of Form P-37 State Contract shall be incorporated in the contract.
- 6.8 All obligations of the State, including the continuation of payments under an approved contract, shall be contingent upon the availability and continued appropriation of federal and state funds, and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract(s) immediately upon giving the selected individual or entity notice of such termination or amendment.
- 6.9 When delivering services under an approved contract, the selected individual or entity shall work under the broad supervision of the Department Contracting Officer for this project.
- 6.10 The Department will award contracts to the successful selected individual or entity. Unless there is a change in the plan requirements and/or services to be delivered, the cost for each contract shall not exceed \$26,000.

7.0 Limitations on Amount and Contract Period

- 7.1 The Department anticipates that the total cost for all proposed products and services will not exceed \$26,000. for the length of the contract(s). The Department anticipates contracting with individuals or an entity with a limit not to exceed \$26,000. for the contract period.
- 7.2 It is anticipated that services will be provided by qualified individuals or an entity under contracted service arrangements for no more than \$26,000 per contract, upon Governor and Council approval through September 30, 2013.

8.0 Bid Procedures

Please submit one original proposal **by 4:00 pm, Tuesday, September 25, 2012 to:**

Ellie Riel
New Hampshire State Department of Education
101 Pleasant Street
Concord, New Hampshire 03301

8.1 For purposes of this RFP, a proposal will include:

- 8.1.1 a letter of interest detailing professional and education experience as related to the Services to be Provided (1.0) and the Minimum Requirements (4.0);
- 8.1.2 three (3) letters of recommendation;
- 8.1.3 any product that may demonstrate your level of expertise; and
- 8.1.4 current resume.

8.2 This documentation will be evaluated to determine if the candidate has the ability to accomplish the services to be provided and meets or exceeds the Minimum Requirements. This evaluation will be based on the candidate's ability to provide evidence of the following criteria:

8.2.1 Significance of Proposal – Description of applicant's abilities to meet or exceed the Minimum Requirements (4.0) including a description of their work experience and educational background in providing technical assistance and support for districts and schools in need of improvement. This will include a review of the letter of interest, letters of recommendation and resume. (30 pts)

8.2.2 Quality of Services to be Provided – the applicant's ability to accomplish the Services to be Provided (1.0) as evidenced through the documentation submitted, including any products or experiences that may demonstrate the applicant's level of expertise and experience. (30 pts)

8.2.3 Technical Skill, including, but not limited to, facilitation, collaboration, presentations, report writing, and product development (20 pts); and

8.2.4 District & School Improvement Knowledge, including but not limited to state and federal laws, that support the accomplishment of the Services to be Provided (20 pts).

Additional information will be required of the selected individuals or entities upon development of the specific contracts.

9.0 Evaluation of Proposals

All proposals will be reviewed and rated by an evaluation team appointed by the Bureau Administrator and approved by the Commissioner of Education. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the award of contract(s). All proposals received by the deadline will be evaluated based on Bid Procedures outlined in this RFP.

The Department reserves the right to interview applicants with the highest average scores for their proposal, but the Department shall be under no obligation to interview applicants. If the Department conducts an interview, it will be done so by a team who will develop structured questions and scoring criteria that will clarify the applicant's ability to fulfill this RFP.

If the Department chooses to award contract(s) relative to this RFP, it shall be to the responsive and responsible bidders that receives the highest total rating as a result of the proposal evaluation and/or interview process.